



JOB OPPORTUNITY: STUDY COORDINATOR.

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **STUDY COORDINATOR** for a new project called **Strengthening the Blood Pressure Care and Treatment cascade for Ugandans living with HIV-Implementation Strategies to Save lives (PULESA)**. This is a Kampala based position.

Duties and Responsibilities

1. The study coordinator will be responsible for oversight/project management in the field and serve as a liaison between the sites and the Investigator team
2. Work with a team of Ugandan as well as international Project Collaborators to give administrative and scientific oversight of the PULESA Trial activities.
3. Other Study Coordinator responsibilities include:
 - a) Developing and maintaining study protocols, preparation of questionnaires/data collection forms, informed consent documents, institutional review board (IRB) approvals;
 - b) Overseeing implementation of the study activities including screening and enrolment of participants;
 - c) Generating and sharing weekly reports and updating Team members and collaborators on study progress;
 - d) Monitor and document suspected adverse events, protocol violation reports and data queries as laid out in the study protocol and SOPs;
 - e) Schedule and coordinate study related conference calls with Investigators;
 - f) Coordinating data collection and cleaning;
 - g) Review requisitions for supplies, services and funds to run the PULESA Trial and ensure

- that the necessary supplies and logistics needed are in place;
- h) Develop and track the study budget, payments, and accountabilities;
 - i) Supervise, appraise and monitor staff performance and output on the PULESA Trial;
 - j) Arrange for, coordinate and facilitate structured continuous protocol trainings of the study staff;
 - k) Develop periodic works plans for the study;
 - l) Participate in preparing data for presentation/publication
4. Ensure that the organization's property under his/her care are appropriately utilized and well maintained.

Required qualifications and other desirables for the job:

- 1. Bachelor's degree in Medicine and a Master's Degree in Public Health or a related field with a valid annual practicing license
- 2. Prior experience working as a Study Coordinator on trials and/or longitudinal studies for a minimum of 2 years
- 3. Good working knowledge of HIV and Hypertension care and treatment
- 4. Possess a GCP and HSP certificate
- 5. Fluency in Luganda.
- 6. Knowledge of Microsoft Office (Word, Excel, Power Point)
- 7. Demonstrate experience with management of data especially with quantitative data management packages (e.g., STATA).
- 8. Excellent communication, organizational and interpersonal skills
- 9. Ability to work under stringent deadlines and to work independently
- 10. Excellent attention to detail

How to apply: Applications should be emailed to: HR@idrc-uganda.org

The Human Resource Manager, Infectious Diseases Research Collaboration (IDRC),

This advert can be found on www.idrc-uganda.org.

ADDITIONAL IMPORTANT COMMENTS:

1. All applications must be delivered on or before **5:00pm, Friday 18th September 2020**
2. All applications must be accompanied by the following at the time of submission:
 - a) *Current CV with contact details of three work related referees not relatives*
 - b) *Typed application letter,*
 - c) *Copies of academic transcripts (O&A level, Bachelors' and Masters' Degree certificates ONLY)*
 - d) *GCP and HSP certificates.*
3. Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.
4. Applications cannot be amended following submission.
5. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.
6. IDRC does not charge a fee at any stage of the recruitment process neither does it use the services of any recruitment agencies.